**CHRISTMAS BIG EVENT (Planning)**

**Sunday, December 4, 11 & 18**

\*Begin Sermon Series December 4

**Involvement Notables**

* Nursery (Dec. 4)
* Super Church (Dec. 11)
* Adult Choir (Dec 18)

**Outreach**

* Congregational Business Card Invites (Nov 21)
* Participant Invites (Mailed 2 weeks before performance Nov. 21, 28)
* Past & Current Attendees Invites (Mailed Nov. 21)

**Event**

* Stage Design (Dec. 4)
* WOW Hot Chocolate and Cookies served in foyer (Dec. 4, 11 & 18)

**Weekly Checklist**

* Oct. 16 notify Nursery, Super Church and Melissa about Adult Choir and to select songs
* Oct. 23 Design and order Business Card invites and Mail able invites
* Oct. 23 Book Special Guest for Dec. 11
* Oct. 23 & 30 Push for Adult choir involvement
* Oct. 30 Begin Nursery and Super Church Rehearsals
* Nov. 6 Begin Adult Choir Rehearsals
* Nov. 6-20 Collect Participant’s Friend and Family Contacts
* Nov. 20 Promo Christmas in Service, Pass out Business invite cards
* Nov. 22 Mail Nursery, Super Church, Adult Choir and Past & Current Attendees Invites
* Nov. 27 Promo Christmas in Service, Pass out Business invite cards